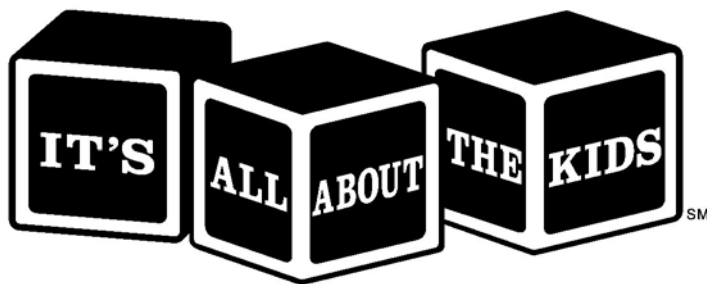




SPONSORSHIP REQUESTS

Guidelines & Application Packet



First 5 Inyo County
1351 Rocking W Drive
Bishop, CA 93514

(760) 872-0925
(760) 873-6505 Fax

Email: cffc@schat.net



STRATEGIC RESULTS

1. Children 0-5 receive timely and adequate oral health services to prevent, detect and treat dental caries.
2. Children 0-5 are safe from abuse and neglect from their parents and caregivers.
3. Parents and caregivers have the knowledge and skills needed to support the developmental needs, including early literacy, of children 0-5.
4. Children 0-5 have access to high-quality early care and education.



SPONSORSHIP REQUESTS GUIDELINES

General Information

A *Sponsorship Request* can be categorized as an opportunity for the Commission to support a particular event with the condition that such event and/or host organization meet at least one of the Commission's Goals and Objectives within the Strategic Plan. Applicants may submit a sponsorship request to the Commission for up to \$500.00.

Criteria

Requests will be reviewed based on the following criteria including, but not limited to:

1. Funds may not be used for personnel costs.
2. Proposed event must be consistent with at least one of the Strategic Results within the Commission's Strategic Plan.
3. Proposed event must benefit children 0-5 years of age, and their families.
4. Applicant must demonstrate fiscal accountability.
5. Proposed event must not unlawfully discriminate.
6. Cost effectiveness of request.
7. Funds may not be used for fundraising events such as walk-a-thons, tournaments, fashion shows, and ongoing fundraising expenses in an organization.
8. Funds may not be used for events designed to elect candidates to public office nor make references to political campaigns or issues.
9. Applicant must demonstrate the benefit the event will bring to the children and families the Commission aims to serve.
10. Funds requested in this application may not supplant any existing revenue source. (Supplantation is defined as taking the place of something.) Rather, funds awarded through this application are to be used to supplement, or add to, existing levels of funding or services.
11. A specific event can be funded only once in a 12-month period. Funding is not intended for on-going program and activities, but for one-time only support. Sponsorship per year shall not exceed \$500.00 per event. An agency may submit multiple sponsorship applications, however no single agency may receive more than \$1,000 in total funding from the program in any 12-month period.
12. All printed materials are required to acknowledge the receipt of First 5 Inyo County funds. Before materials are printed and distributed, the final draft must be reviewed and approved by designated staff of First 5 Inyo County.
13. The requested funds must be available.
14. If in the judgment of the Inyo County Risk Manager, or designee, the risk of the event warrants such, applicant shall be required to procure and maintain a policy of broad form comprehensive general liability insurance with minimum coverage levels as determined by the Inyo County Risk Manager or designee.
15. Applicant must maintain a tobacco-free environment.

Requests that meet the criteria will be forwarded to the Commission for final approval. Applications forwarded to the Commission are not guaranteed funding. Applicants will be notified in writing whether their request was funded or not funded. All funded applicants will be required to participate in the Commission's evaluation program.

Submission Information

Sponsorship Request applications are accepted by the Commission on an on-going basis. Allow for at least 30 days to receive Sponsorship funding once your application is approved.

Appeals Process

The Commission reserves the right to reject any and all applications and to waive informalities or irregularities in the applications. The Commission is the sole and final authority regarding the approval or disapproval of applications and the conditions under which they are funded. The Commission will not hear appeals concerning its decisions regarding Sponsorship Requests.

Application Process

Sponsorship Request applications must include the following items:

- 1. A signed Application Cover Sheet, including completed W-9 Request for Tax ID No. & Certification.**
- 2. A completed Application Form (not to exceed 2 pages)**
- 3. A draft copy of all printed materials, if applicable.**

Applications can either be mailed or hand-delivered to the Commission office. Applications will not be accepted via e-mail or fax, therefore submit one (1) original and seven (7) copies of your application to:

**First 5 Inyo County
1351 Rocking W Drive
Bishop, CA 93514
Attn: Sponsorship Request**

Results Reporting

Funded Applicants will be required to submit a one-page final report, within thirty (30) days after the event date. The report shall also contain the following information:

- Date that all event activities have concluded.
- Total number of individuals who attended the event.
- Attach the final budget.
- Description of any follow-up (i.e. ideas that will be implemented as a result of the event).
- Attach any satisfaction survey results.

Please direct all questions concerning sponsorship requests to First 5 Inyo County at (760) 872-0925 or e-mail to: cffc@schat.net.